

Wisconsin Department of Regulation & Licensing

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

APPLICATION FOR A CREDENTIAL AS A REAL ESTATE APPRAISER INFORMATION PAMPHLET

This pamphlet contains information on obtaining a credential as a licensed appraiser, certified residential appraiser, and certified general appraiser under the provisions of Chapter 458, Stats., and Chapters RL 80 to 87, Wisconsin Administrative Code. Attached are the forms for applying for a credential.

Information Pamphlet Contents:

Page 1	Introduction (History and Practice Restrictions)
Page 2	Education and Experience Requirements (Chart)
Pages 2-5	Experience (Requirements)
Page 5	Examination
Pages 5-6	Application Fees and Procedures
Pages 6-7	Instructions for Reciprocal Applicants
Page 7	Instructions for ordering statutes and rules relating to the certification/licensure of real estate appraisers

INTRODUCTION:

History

The creation of Chapter 458, Stats., and Chapters RL 80-87, Wis. Admin. Code, are the results of a mandate from the federal government which requires that all appraisals for "federally related transactions" as defined in 12 USC 3350(4) after December 31, 1992 must be conducted by a licensed or certified real estate appraiser.

The Governor of the State of Wisconsin signed the 1989 Wisconsin Act 340 on April 27, 1990. That Act created the Real Estate Appraisers Board and requires the Department of Regulation and Licensing to promulgate rules for the guidance of the appraiser profession, including rules governing professional conduct, examination, experience, education, appraiser course and continuing education requirements.

Practice Restrictions

Chapter 458, Stats., does not prohibit a person who is not a certified or licensed appraiser from appraising real estate or from cosigning an appraisal report with a certified or licensed appraiser if the person complies with sec. 458.055, Stats. Section 458.055, Stats., restricts the use of certain titles and prohibits a person from describing or referring to an appraisal of real estate located in this state by the term "Wisconsin certified", "Wisconsin licensed" or any similar term unless the person holds the appropriate appraiser certificate granted by the department.

Education and Experience Requirements

The following chart lists the education and experience requirements for certification/licensure as a licensed appraiser, certified residential and certified general appraiser:

Wisconsin Department of Regulation & Licensing

EDUCATION AND EXPERIENCE

	LICENSED	CERTIFIED RESIDENTIAL	CERTIFIED GENERAL
EDUCATION:	90 hours* RL 84.04 (Includes 15 hours of standards and 20 hours of commercial income approach)	120 hours* RL 84.02 (Includes 15 hours of standards and 20 hours of commercial income approach)	180 hours* RL 84.03 (Includes 15 hours of standards and at least 40 hours of commercial income approach)
EXPERIENCE:	500 hours No more than 25% commercial appraisal experience may be included.	2,500 hours in not less than 24 months; no more than 25% commercial experience may be included.	3,000 hours in not less than 30 months; no more than 50% residential appraisal experience may be included.

EXPERIENCE:

The criteria for experience is outlined in sec. RL 83.01, Wis. Admin. Code.

As directed by the Federal Appraisal Subcommittee, all applicants for a real estate appraiser credential must provide the department with verification that their experience is in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), as in effect at the time the appraisals were prepared [see RL 83.01(3)(a)]. Please submit the "Appraisal Experience Roster" (Form #2106) as evidence of appraisal experience.

1. **Licensed appraiser:** An applicant seeking **licensure** as an appraiser must submit evidence of at least 500 hours of appraisal experience. No more than 25% commercial appraisal experience may be included. No more than 20% appraisal experience obtained from the performance of limited appraisals or from the performance of appraisals in which the departure provision of USPAP was invoked may be included.
2. **Certified residential appraiser:** Applicants must submit evidence of at least 2,500 hours of appraisal in not less than 24 months. No more than 25% commercial experience may be included. No more than 20% appraisal experience obtained from the performance of limited appraisals or from the performance of appraisals in which the departure provision of USPAP was invoked may be included.
3. **Certified general appraiser:** Applicants must submit evidence of at least 3,000 hours of appraisal experience in not less than 30 months. No more than 50% residential appraisal experience may be included. No more than 20% appraisal experience obtained from the performance of limited appraisals or from the performance of appraisals in which the departure provision of USPAP was invoked may be included.

The work claimed for experience shall be in compliance with the uniform standards of professional appraisal practice, in effect at the time the appraisal was prepared and shall include one or more of the following types of appraisal experience: fee and staff appraisal, ad valorem tax appraisal, technical review appraisal, condemnation appraisal, appraisal analysis, highest and best use study, feasibility analysis, real estate consulting or real estate broker's market analysis.

The department may require an applicant for a credential as a real estate appraiser to provide copies of any appraisal listed for experience, or other business or employment records, or may contact any person listed in order to obtain additional information about the experience.

Wisconsin Department of Regulation & Licensing

Experience Requirements (Continued)

Review appraiser applicants claiming experience may list for credit those analyses which they have fully reviewed in conformance with USPAP Standard 3, as were in effect at the time the appraisals were prepared and for which they have signed a separate review report and not the appraisal report. (An appraiser cannot claim credit for both an appraisal report and review of the same appraisal report.)

On the "Appraisal Experience Roster" (Form #2106), list all appraisals for which experience credit is requested. The roster is used to verify the completion of the experience requirement. Please refer to the reverse side of the form for a sample and an explanation of the columns.

The average number of hours for an appraisal is 20-30 hours for a general appraisal and 10-12 hours for a residential appraisal. Applicants claiming a high average number of hours per appraisal may be asked to submit a written explanation of appraisal procedures, the type of property appraised, and the complexity of the appraisal for each property in which high averages are being claimed for credit.

The roster as a whole must demonstrate that the applicant has experience performing valuation, reconciliation, and in the case of certified general appraisers, narrative written reports. A narrative report is a document which includes a complete narrative statement of the data, analysis, reasoning and conclusions. If the applicant's normal practice does not include these components of the appraisal process, an addendum to the application should briefly explain why it does not.

Applicants are required to sign and submit the enclosed "Affidavit of Appraisal Experience" (Form #1750).

EXPERIENCE ACQUIRED AS AN ASSESSOR:

The Department of Regulation and Licensing is authorized under sec. 458.09, Stats., to accept assessor experience which it determines to be substantially equivalent to experience as a licensed, residential or general appraiser.

The Appraiser Qualifications Board (AQB of the Appraisal Foundation) has determined experience credit should be awarded to ad valorem tax appraisers who demonstrate that they (1) use techniques to value properties similar to those used by appraisers and (2) effectively use the appraisal process. Components of the mass appraisal process that should be given credit are highest and best use analysis, model specification (developing the model), and model calibration (developing adjustments to the model). Other components of the mass appraisal process, by themselves, are not eligible for experience credit.

Mass appraisals must be performed in accordance with Standards Rule 6 of the USPAP. A mass appraisal includes: (1) identifying properties to be appraised, (2) defining market area of consistent behavior that applies to properties, (3) identifying characteristics (supply and demand) that affect the creation of value in that market area, (4) developing a model structure that reflects the relationship among the characteristics affecting value in the market area, (5) calibrating the model structure to determine the contribution of the individual characteristics affecting value, (6) applying the conclusions reflected in the model to the characteristics of the property(ies) being appraised, and (7) reviewing the mass appraisal results.

The term "model" is defined in the Glossary section of USPAP. "Mass Appraisal Model" is defined in the definition section. Models are thoroughly discussed in Standards Rule 6-3 and further references can be found in the USPAP Index.

Models developed for Mass Appraisal purposes can include market models for applying the sales comparison approach; cost models for applying the cost approach; and/or income models for applying the income approach to value. Market models are built using sales data so that they replicate the market. They are then used to value all properties in the jurisdiction at market value. Cost models develop a base unit cost (often per square foot or per cubic foot) for representative structures which then serve as models to derive the base unit cost of the comparable structures being appraised. Appropriate tables of additions and deductions are used to adjust the base cost. Examples of cost models include the Wisconsin Assessors Manual Vol. II, Marshall & Swift Valuation Service Calculator Method, Boeckh Building Valuation Manual, etc.

Wisconsin Department of Regulation & Licensing

Please submit the following items so that a determination can be made regarding whether the experience claimed is in compliance with USPAP Standard 6:

1. Verification of employment as an assessor.
2. A copy of your job description which identifies the components of your job performance and the hours spent performing each task.
3. Documentation of each of the following items according to type of credential applying for (certified general: commercial or industrial properties; licensed or certified residential: residential properties):
 - a. Highest and best use study: A map of the entire area assessed. Please identify and describe the neighborhood you selected.
 - b. Model specification: Copies of 5 record cards for improved properties located in the neighborhood you selected (at least 2 must relate to sales parcels); a copy of the model you used; and documentation of the analysis of sales.

NOTE:

The copy of the model to be submitted to our office is a copy demonstrating a market model, a replacement cost model, or an income model. Please reference the model you are using and how it was developed.

- c. Model calibration: Copies of ratio reports for the neighborhood selected; sales documentation for the neighborhood described, and documentation of how the model performed against at least 3 unsold subject properties.
4. A signed statement that the work you are submitting is your own and is in compliance with USPAP Standard 6.

If documentation of assessor experience cannot be obtained, you may choose to submit the following documentation of appraiser experience according to the type of credential applying for:

Certified General Appraiser: Copies of three (3) commercial appraisals which were performed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), as in effect at the time the appraisals were prepared. The department will request that you identify the standard applied to each report.

Licensed Appraiser and Certified Residential Appraiser: Copies of five (5) residential appraisals which were performed in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), as in effect at the time the appraisal were prepared. The department will request that you identify the standard applied.

EXAMINATION:

Chapter RL 82, Wis. Admin. Code, pertains to the examination.

Prior to the issuance of a residential or general appraiser's certification or appraiser's license, an applicant shall pass the national examination and the examination on Wisconsin statutes and rules governing appraisers.

Wisconsin offers a separate examination for licensed appraisers, certified residential appraisers, and certified general appraisers. The examinations have been approved by the Appraiser Qualifications Board of The Appraisal Foundation.

The only prerequisite to take the State and National examinations required under ch. RL 82, Code, is successful completion of the education hours required under ch. RL 84, Code.

Wisconsin Department of Regulation & Licensing

After an applicant has submitted an application, the department will send the examination on the statutes and rules. Upon passing this examination, the department will send an eligibility letter giving the applicant approval to make an appointment for the examination. Eligibility for the examination does not imply eligibility for a certificate or license. Applicants should not contact the test provider prior to receiving approval from the department.

APPLICATION FEES AND PROCEDURES ON HOW TO APPLY (RL 81.01):

All applicants for a credential shall complete the "Application For A Credential As A Real Estate Appraiser" (Form #1749) and remit the application with the fee and education to the Department of Regulation and Licensing.

1. **Fees:** Check or money order made payable to: DEPT. OF REGULATION & LICENSING

The federal registry fee (\$25.00 per year) will be requested on a separate fee request form prior to the issuance of the credential.
2. A photocopy of the certificate of completion or transcript of successful completion of 15 hours of instruction in professional standards and code of ethics approved by the department.
3. A photocopy of the transcript or certificate of completion of the educational courses specified in secs. RL 84.02, 84.03, and 84.04, Wis. Admin. Code. Attached is a "List of Approved Educational Courses" (Form #1751).
4. The successful completion of a written examination on the state laws. Upon receipt of your application, an open book examination on the state laws and rules applicable to real estate appraisers will be mailed to you. You will be required to complete the examination and return both the test booklet and answer sheet within 60 days. An applicant's knowledge of professional standards and ethics will be tested by the general examination administered by the test provider pursuant to sec 458.10, Stats. A fee of \$57.00 is required to retake the open book examination.
5. The successful completion of the national licensure/certification examination. After an applicant has submitted an application, the department will issue a letter of eligibility to the applicant approving the applicant to take the examination. The letter will include instructions on how to schedule an appointment for the examination. The test provider will notify the applicant of the testing fee.
6. Completion of an affidavit verifying the required appraisal experience as required in sec. RL 83.01, Wis. Admin. Code. This information is included on the "Affidavit of Appraisal Experience" (Form #1750).
7. Documentation of appraisal experience as required in sec. RL 83.01, Wis. Admin. Code. This documentation is completed on "Appraisal Experience Roster" (Form #2106). One copy of the form is enclosed. Please duplicate the form before completing and submit a separate form for each calendar year in which the appraisal experience was acquired.

Eligibility for examination does not imply eligibility for a credential (license). Experience must also be reviewed and approved prior to issuance of a credential. Applicants are notified in writing of experience approval/denial.

Wisconsin Department of Regulation & Licensing

INSTRUCTIONS FOR APPLICANTS CURRENTLY CREDENTIALLED IN ANOTHER STATE WITH A TRAINING CERTIFICATE (ASSOCIATE/REGISTERED, ETC.):

All applicants for a reciprocal credential shall complete the "[Application For A Credential As A Real Estate Appraiser](#)" (Form #1749).

APPLICATION FEES AND PROCEDURES: An application shall include the following:

1. The federal registry fee (\$25.00 per year) will be requested on a separate form that will be sent along with the state rules examination.
2. An original verification from your state board to verify current registration, type of credential issued, date granted, expiration date, and status of credential. A photocopy of your credential (license or certification) is not acceptable.
3. A certificate of completion or transcript of successful completion of 15 hours of approved instruction in professional standards and code of ethics.
4. A transcript or certificate of completion for approved educational courses. Credit toward the requirement may be granted only if the length of the education course is at least 15 hours of instruction and the individual successfully completes an examination pertinent to that course.
5. Completion of an affidavit verifying the required appraisal experience as required in sec. RL 83.01, Wis. Admin. Code. This information is included on the "[Affidavit of Appraisal Experience](#)" (Form #1750).
6. Documentation of appraisal experience as required in sec. RL 83.01, Wis. Admin. Code. This documentation is completed on "[Appraisal Experience Roster](#)" (Form #2106). We have provided one copy of the form. Please duplicate the form before completing and submit a separate form for each calendar year in which the appraisal experience was acquired.

Applicants must pass a written examination on the state laws. Upon receipt of your application, an open book examination on the state laws and rules applicable to real estate appraisers will be mailed to you. You will be required to complete the examination and return both the test booklet and answer sheet within 60 days. A fee of \$57.00 is required to retake the open book examination.

The department will notify the applicant whether the application is approved or denied.

RECIPROCAL AGREEMENT WITH THE STATE OF ILLINOIS:

On February 24, 1999, the Wisconsin Real Estate Appraisers Board entered into a reciprocal agreement with the Illinois Office of Banks and Real Estate for the licenses of Certified General, Certified Residential and Licensed. Because of this agreement, a person who is holding a current Illinois appraiser's credential as a Certified General or Certified Residential will not be required to file proof of education and experience hours.

INSTRUCTIONS FOR APPLICANTS CURRENTLY CREDENTIALLED AS LICENSED, CERTIFIED RESIDENTIAL OR CERTIFIED GENERAL IN ANOTHER STATE:

All applicants for a reciprocal credential shall complete the "[Application For a Credential As A Real Estate Appraiser](#)" Form #1749 and remit the application with fee to the Department of Regulation and Licensing. The federal registry fee (\$25.00 per year) will be requested on a separate form that will be sent along with the state rules examination. The Department will verify licenses held, discipline and compliancy with the AQB requirements by using the ASC National Registry.

Applicants must pass a written examination on the state laws. Upon receipt of your application, an open book examination on the state laws and rules applicable to real estate appraisers in Wisconsin will be mailed to you. You will be required to complete the examination and return both the test booklet and answer sheet within 60 days. A fee of \$57.00 is required to retake the open book examination.

The department will notify the applicant whether the application is approved or denied.

Wisconsin Department of Regulation & Licensing

PUBLICATION REQUEST:

A copy of the WISCONSIN STATUTES AND ADMINISTRATIVE RULES RELATING TO THE PRACTICE OF REAL ESTATE APPRAISAL is available on the web at www.drl.state.wi.us/publications or at most public libraries. If you wish to purchase a copy, please submit a check or money order made payable to Department of Regulation & Licensing for \$5.28 per copy and send to:

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DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING

LIST OF APPROVED EDUCATIONAL COURSES FOR REAL ESTATE APPRAISERS

This is a list of current providers and approved courses in real estate appraisal as of July 2003. If you have previously completed a course from a provider not on this list, please contact the Department to determine its status.

Credit toward the course requirement may be granted only if the length of the educational course is at least 15 hours of instruction and the individual successfully completes an examination pertinent to that course. Credit shall be granted for educational courses regardless of when the courses were completed. For purposes of evaluation one semester credit at a college, university or technical college shall be the equivalent of 15 hours of instruction.

All applicants for a real estate appraiser credential are required to complete at least 15 hours of instruction in the professional standards and code of ethics applicable to appraisers (USPAP). If an applicant has completed a USPAP course acceptable to the given state prior to January 1, 2003, it is not necessary to retake the course. All others must complete the new 15 hour AQB National USPAP course given by AQB certified instructors, and successfully pass the course examination. Check www.appraisalfoundation.org for additional AQB approved offerings and instructors for USPAP.

Refer to page 2 of the application for required course content and hours for the three levels of appraiser credentialing—licensed, certified residential and certified general.

The licensed, certified residential, and certified general programs of study are expected to provide all appraisers with a foundation of knowledge. The courses which satisfy the requirements for appraiser licensure and residential appraiser certification may be acceptable towards satisfying the course work requirement for general appraiser certification.

Wisconsin Department of Regulation & Licensing

- I. Upon initiation of real estate appraiser regulation, the following courses were developed to be offered by all schools in the Wisconsin Technical College System. Please contact the registrar's office of the campus nearest you for information on the availability of courses. Those currently known to be available are listed below.

Licensed, Certified Residential, Certified General (by completing both I and II, 20 hours of commercial income approach will be covered):

1. Real Estate Appraisal I (54 hours)

2. Real Estate Appraisal II (54 hours)

Commercial Income Approach Courses:

1. Real Estate Appraisal III - Contemporary Issues in Real Estate Appraisal (54 or 80 hours)

2. Commercial Income Approach to Appraisal (45 hours)

1. Blackhawk Technical College/Central Campus

6004 Prairie Rd, PO Box 5009

Janesville, WI 53547

(608) 757-4121

1. 2003 National USPAP Course (15 hours)

2. Real Estate Appraisal I (60 hours)

3. Real Estate Appraisal II (60 hours)

4. Contemporary Issues in Real Estate Appraisal (20 hours)

Commercial Income Approach Courses:

1. Real Estate Appraisal 3A (20 hours)

2. Real Estate Appraisal 3B (20 hours)

2. Chippewa Valley Technical College

620 W Clairemont Ave

Eau Claire, WI 54701-1098

(715) 833-6200

1. 2003 National USPAP Course (15 hours)

2. Appraisal I (54 hours)

3. Appraisal II (54 hours)

4. Fundamentals of Income Approach Appraisal (21 hours)

5. Introduction to Commercial Appraisal (24 hours)

3. Fox Valley Technical College

1825 N Bluemound Drive, PO Box 2277

Appleton, WI 54913-2277

(920) 735-5600

1. Real Estate Appraisal I (60 hours)

2. Real Estate Appraisal II (54 hours)

4. Gateway Technical College

1001 S Main St

Racine, WI 54303-1690

(414) 631-7300

1. Real Estate Appraisal II (30 hours)

2. Real Estate Appraisal IIA (45 hours)

Commercial Income Approach Course:

1. Real Estate Appraisal III (45 hours)

Wisconsin Department of Regulation & Licensing

5. **Lakeshore Technical College**
1290 North Ave.
Cleveland, WI 53015-9761
(414) 458-4183

1. 2003 National USPAP Course (15 hours)

6. **Madison Area Technical College**
3550 Anderson St.
Madison, WI 53704-2599
(608) 246-6100

1. 2003 National USPAP Course (15 hours)
2. 194-186 Real Estate Appraiser I (90 hours-15 USPAP, 20 commercial income approach) (Distance Education)

7. **Milwaukee Area Technical College**
700 W State St.
Milwaukee, WI 53233
(414) 297-7900

1. 2003 National USPAP Course (15 hours)
2. 194-186 Real Estate Appraisal I (90 hours-15 USPAP, 20 commercial income approach) (Distance Education)

8. **Nicolet Area Technical College**
PO Box 518
Rhineland, WI 54501

1. 2003 National USPAP Course (15 hours)
2. Appraisal-Waterfront/Recreation Properties (16 hours)

9. **Northcentral Technical College**
1000 Campus Dr.
Wausau, WI 54401-1899
(715) 675-3331

1. 2003 National USPAP Course (15 hours)
 2. Appraisal Waterfront/Recreation Properties (16 hours)
 3. Appraisal I (54 hours)
 4. Appraisal II (54 hours)
- Commercial Income Approach Course:
1. Commercial Income Approach to Appraisal (45 hours)
 2. Real Estate Appraisal III (54 or 80 hours)

Wisconsin Department of Regulation & Licensing

10. Northeast Wisconsin Technical College

2740 W Mason St., PO Box 19042

Green Bay, WI 54307-9042

(414) 498-5400

1. 2003 National USPAP Course (15 hours)
2. 194-159 Appraising-Intermediate (54 hours)
3. 194-407 Appraisal Cost Approach (21 hours)
4. Appraisal-Waterfront/Recreation Properties (16 hours)

11. Southwest Wisconsin Technical College

1800 Bronson Blvd

Fennimore, WI 53809

(608) 822-3262 ext. 2221

1. Appraisal I - Principles of Real Estate (90 hours-15 USPAP, 20 commercial income approach)
2. Appraisal II (30 hours)

12. Wisconsin Indianhead Technical College – Rice Lake

1900 College Dr

Rice Lake, WI 54868

(715) 468-2815

1. Real Estate Appraisal I (54 hours)
2. Real Estate Appraisal II (54 hours)

13. Waukesha County Technical College

800 Main St. B218

Pewaukee, WI 53072

(262) 691-5228

1. 194-125 Real Estate Records (54 hours)
 2. 194-126A Commercial Income Valuation (20 hours)
 3. 194-180 Real Estate Fundamentals (54 hours)
 4. 194-186 Real Estate Appraisal (75 hours)
 5. 194-187 Building Design and Structure (54 hours)
 6. 194-188 Appraisal Report Writing (36 hours)
 7. 194-197 Real Estate Mathematics (25 hours)
 8. WI Property Assessment Principals (30 hours – 5 commercial income approach hours)
- Commercial Income Approach Courses:
1. 194-126 Valuation of Income-Producing Properties (54 hours)
 2. 194-194 Real Estate Investments (40 hours)
 3. 194-184 Real Estate Finance (40 hours)

Wisconsin Department of Regulation & Licensing

II. The following providers have had courses approved by our office.

1. **Admiree**
812 North 2nd St
Ishpeming, MI 49849-1606
(906) 485-4307
 1. Property Inspection and FHA Financing (15 hours)
2. **Allied Business Schools**
22952 Alcalde Dr
Laguna Hills, CA 92653
(800) 542-5543 or (949) 707-5044
 1. Allied National USPAP Course (15 hours) (Distance Education)
 2. Income Property Valuation (30 hours) (Distance Education)
 3. Intermediate Real Estate Appraisal (30 hours) (Distance Education)
 4. Real Estate Appraisal (90 hours) (Distance Learning)
3. **America's Real Estate Academy Inc.**
1513 Shadow Ridge Cir
Woodstock, GA 30189
(770) 591-5552
 1. Appraisal Registration Series (90 hours – 10 hours of commercial income approach)
4. **American Association of Certified Appraisers**
800 Comptom Rd. #10
Cincinnati, OH 45231
(800) 543-2222 or (513) 729-1400
 1. 101-A Principles and Fundamentals of Real Estate Appraisal (30 hours)
 2. 101-B Advanced Residential Appraisal (30 hours)
5. **American Society of Appraisers**
PO Box 17265
Washington, DC 20041
(703) 478-2228
 1. RP1 Introduction to Real Property Valuation (30 hours)
 2. RP2 Real Property Valuation Methodology: Income-Producing Property-Introductory (30 hours)
 3. Appraisal Report Writing (24 hours)

Commercial Income Approach Courses:

 1. RP3 Real Property Valuation Methodology: Income-Producing Property - Advanced (30 hours)
 2. RP4 Real Property Valuation Case Study and Report Writing (30 hours)
 3. BV201 Introduction to Business Valuation (30 hours)
 4. BV202 Business Valuation Methodology (30 hours)
 5. BV203 Business Valuation Case Study (30 hours)
 6. BV204 Selected Advanced Topics (35 hours)

Wisconsin Department of Regulation & Licensing

6. American Society of Farm Managers and Rural Appraisers, Inc.

950 S. Cherry St. Ste. 508

Denver, CO 80222

(303) 758-3513

1. A-34 Advanced Resource Appraisal (34 hours)
2. A-35 Advanced Appraisal Review (49 hours)
3. A-101 Fundamentals of Rural Appraisal Internet (40 hours) (Distance Education)
4. A-27 Income Capitalization (25.5 hours)

Commercial Income Approach Courses:

1. A-10 Fundamentals of Rural Appraisal (40 hours)
2. A-12 Standards and Ethics (19.5 hours)
3. A-20 Principles of Rural Appraisal (44 hours)
4. A-30 Advanced Rural Appraisal (44 hours)
5. A-40 Advanced Rural Case Studies (50 hours)
6. A-201 Principles of Rural Appraisal (44 hours) (Via Internet)

7. Appraisal Education Foundation

Tom Dean, Director of Education

4907 Morena Blvd. Ste. 1416

San Diego, CA 92117

(619) 483-2490

1. Foundation of Real Estate Appraisal
2. Appraising the Single Family Residence
3. Real Estate Appraisal Methods
4. Principles of Capitalization
5. Real Estate Appraisal Applications

8. Appraisal Institute

Union Tower 550 West Van Buran St Ste 1000

Chicago, IL 60607

(312) 335-4100

1. 110 - Appraisal Principles (39 hours)
2. 120 - Appraisal Procedures (39 hours) (includes 12.25 commercial income approach)
3. Advanced Rural Case Studies (48 hours)
4. Computer Assisted Investment Analysis (36 hours)
5. Condemnation Appraising: Basic Principles & Applications (16 hours)
6. Litigation Valuation (36 hours)
7. Market Analysis & Valuation Appraisals (36 hours)
8. Residential Case Studies & Report Writing (36 hours)
9. Residential Valuation (36 hours)
10. 500 - Advanced Residential Form & Narrative Report Writing (40 hours)
11. 510 - Advanced Income Capitalization (40 hours)
12. 520 - Highest and Best Use and Market Analysis (40 hours)
13. 530 - Advanced Sales Comparison & Cost Approaches (40 hours)
14. 540 - Report Writing and Valuation (40 hours)

Wisconsin Department of Regulation & Licensing

15. 550 Advanced Applications (40 hours) (approved for 21.5 hours commercial income approach)
16. 210 - Residential Case Studies (39 hours)
17. 600 - Income Valuation of Small, Mixed-Use Properties (16 hours)
18. 610 - Cost Valuation of Small, Mixed-Use Properties (16 hours)
19. 620 - Sales Comparison Valuation of Small, Mixed-Use Properties (16 hours)
20. 720 - Eminent Domain - Part B (15 hours)

Commercial Income Approach Courses:

1. 310 - Basic Income Capitalization (39 hours)
2. 330 - Appraising Apartments (15 hours)
3. 320 - General Applications (39 hours)
4. 510 - Advanced Income Capitalization (40 hours)

9. Appraisal Webschool

1395 S Marietta Pkwy Bldg 400 Ste 107

Marietta, GA 30067

(770) 218-9000

1. CompuTaught National USPAP Course (15 hours) (Distance Education)
2. CompuTaught Qualifying Education Course for Licensure (90 hours) (Distance Education)

10. Chudnow-Druck/Metropolitan Valuation, Inc.

6373 N. Jean Nicolet Road

Glendale WI 53217

1. Appraisal Review/Review Appraisal (30 hours)

11. Commercial Investment Real Estate Institute (CCIM)

430 N. Michigan Ave.

Chicago, IL 60611-4092

(312) 321-4460

Approved through 12/31/91 as:

1. CI 101 Fundamentals of Real Estate Investment (40 hours)
2. CI 102 Fundamentals of Location and Market Analysis (40 hours)
3. CI 103 Advanced Real Estate Taxation and Marketing Tools for Investment Real Estate (40 hours)

Approved beginning 1/1/92 (above courses have been changed to below):

1. CI 101 Financial Analysis for Commercial Real Estate (32 hours)
2. CI 102 Market Analysis for Commercial Real Estate (32 hours)
3. CI 104 Investment Analysis (32 hours)
4. CI 404 Advanced Tax Planning for Commercial Real Estate (27 hours)

12. Holloways Institute Inc

4415 N Grand River

Lansing MI 48906

(517) 323-1115

1. Appraisal 1 (30 hours)
2. Appraisal 2 (30 hours)

Wisconsin Department of Regulation & Licensing

13. Institute for Real Estate & Appraisal Studies

631 N Stephanie St #552

Henderson, NV 89014

(888) 212-7341

1. Applied Residential Appraisal Techniques I (16 hours)
2. Appraising Small Residential Income Properties (16 hours-4 commercial income)
3. Highest & Best Use Analysis I (16 hours – 7 commercial income)
4. Income Capitalization Techniques I & II (16 hours – 14 commercial income)
5. Introduction to Commercial Property Appraising (16 hours – 7 commercial income)
6. The Appraisal Foundation's 15 hr National USPAP Module (15 hours)
7. The Fundamentals of Real Estate Appraisal (32 hours)

14. Institute of Financial Education

W137 S6360 Janesville Rd

Muskego, WI 53150

(414) 425-2204

1. Residential Appraising (24 hours)

15. International Association of Assessing Officers

130 E. Randolph St., Ste. 850

Chicago, IL 60601

(312) 819-6100

1. 2003 National USPAP Course (15 hours)
 2. Course 101 Fundamentals of Real Property Appraisal 30 hours)
 3. Course 201 Appraisal of Land 30 hours)
- Commercial Income Approach Courses (as of 6/96, approved for 30 hours per course):
1. Course 102 Income Approach to Valuation
 2. Course 112 Income Approach to Valuation II
 3. Course 207 Industrial Property Appraisal

16. International Right of Way Association

19750 S Vermont Ste 220

Torrance, CA 90502-1144

(310) 538-0233

1. 2003 National USPAP Course (15 hours)
2. Course 215 Pipeline Right of Way Agent's Development Program (16 hours)
3. Course 401 Appraisal of Partial Acquisitions (40 hours)
4. Course 404 Appraisal Theory & Principles (40 hours)
5. Course 803 Eminent Domain Law Basics for Right of Way Professionals (16 hours)

17. International R/W - Badger Chapter

Wisconsin Department of Transportation

PO Box 7916

Madison, WI 53707

1. Appraisal Training for Eminent Domain (16 hours)

Wisconsin Department of Regulation & Licensing

18. Lincoln Graduate Center

303 W. Cypress, PO Box 12528

San Antonio, TX 78212

(512) 225-2897

1. 512 Appraisal of Residential Properties (30 hours)

2. 627 Principles of Real Estate Appraisal (15 hours)

3. 636 Practice of Real Estate Appraisal (15 hours)

Commercial Income Approach Courses:

1. 637 Farm and Land Appraisal (15 hours)

2. 649 Commercial-Investment Appraisal (15 hours)

3. 660 Writing the Narrative Appraisal Report (15 hours)

4. 663 Principles of Appraisal Review (15 hours)

5. 667 Advanced Commercial Appraisal (15 hours)

6. 685 Financial Analysis (15 hours)

7. 686 Direct Capitalization (15 hours)

8. 687 Yield Capitalization (15 hours)

9. 772 National USPAP Course (15 hours)

19. National Association of Independent Fee Appraisers

7501 Murdoch

St. Louis, MO 63119

(314) 781-6688

1.1 Principles of Residential Real Estate Appraising (33 hours)

1.2 Market Data Analysis of Residential Real Estate Appraising (33 hours)

1.4 Report Writing of Residential Real Estate Appraising (33 hours)

Commercial Income Approach Courses:

2.0 Financial Analysis of Income Properties (15 hours)

2.1 Introduction to Income Property Appraising (34 hours)

2.2 Techniques of Income Property Appraising (33 hours)

2.4 Income Property Appraising: Investment Analysis (32 hours)

3.1 Principles of Farm, Ranch and Rural Appraising (32 hours)

3.2 Advanced Farm, Ranch and Rural Appraising (32 hours)

9.1 Capitalization Theory and Techniques Using the ROADMAP System (15 hours)

20. Northern Michigan University

Continuing Education & Sponsored Programs

1401 Presque Isle

Marquette, MI 49855

(906) 227-2102

1. Appraising 2-4 Family Dwellings (35 hours)

2. Appraising Single Family Residences (30 hours)

3. Comprehensive Residential Overview (15 hours)

4. Residential Case Studies (15 hours)

Wisconsin Department of Regulation & Licensing

21. ProSource Educational Services
1295 Bandana Blvd., Ste. 245
St. Paul, MN 55108
(612) 641-1000 or (800) 373-1295

- Appraisal 101: Intro to Appraisal Principles - Part I
- Appraisal 102: Intro to Appraisal Principles - Part II
- Appraisal 103: Intro to Appraisal Practices - Part I
- Appraisal 104: Intro to Appraisal Practices - Part II (includes 7.5 hours commercial income approach)
- Appraisal 105: National USPAP Course
- Appraisal 201: Appraiser's Guide to Residential Construction
- Appraisal 202: Investment Property Appraisal (includes 7.5 hours commercial income approach)
- Appraisal 204: How to Perform FHA Appraisals Within HUD Guidelines
- Appraisal 206: How to Write a Narrative Report
- Appraisal 205R: Residential Appraisal Regulatory and Legal Update
- Appraisal 206R: Residential Appraisal Problem Solving
- Commercial Income Approach Courses (15 hours each):
- Appraisal 106: Appraisal Investment and Financial Analysis
- Appraisal 204: Advanced Yield Capitalization
- Appraisal 205: Office and Retail Appraisal

22. Robbins and Lloyd School of Real Estate
5309 N. 118th Ct.
Milwaukee, WI 53225
(414) 464-0800

1. 2003 National USPAP Course (15 hours)
 2. Introduction to Real Estate Appraisal (75 hours)
 3. Residential Appraisal Report Writing (15 hours)
 4. Reviewing Appraisals (15 hours)
- Commercial Income Approach Course:
1. Introduction to Income Property Valuation (40 hours)

23. Robert E. Scheetz Course
3969 Berg Rd
Dodgeville, WI 53533
(608) 623-2611
(608) 623-2214

1. Fundamental of Real Estate Appraisal (45 hours)

24. Triton College
2000 Fifth Ave.
River Grove, IL 60171
(708) 456-0300

1. Residential Property Appraisal (45 hours)

Wisconsin Department of Regulation & Licensing

25. University of Wisconsin-Madison

School of Business-Real Estate Program

1155 Observatory Dr.

Madison, WI 53706

(608) 262-1555

1. Bus 306 or 706 The Real Estate Process (formerly 705)
2. Bus 410 Real Estate Finance (or Income Property Finance) (approved for 36 hours commercial income approach)
3. Bus 450 Intermediate Finance (25 hours)[Formerly 452 Capital Budgeting] (approved for 19 hours commercial income approach)
4. Bus 552 Residential Real Estate Finance
5. Bus 611 Residential Property Development & Management
6. Bus 750 Commercial Property Development & Management
7. Bus 415 Real Estate Valuation (or Valuation of Real Estate) (approved for 30 hours commercial income approach)
8. Bus 650 History & Principles of Urban Land Economics Theory
9. Bus 740 Real Estate Equity Investment
10. Bus 720 or 875 Urban Land Economics
11. Bus 856 Advanced Real Estate Appraisal (or Appraisal Seminar, also Contemporary Appraisal) (approved for 30 hours commercial income approach)
12. Bus 857 Real Estate Feasibility Analysis

26. University of Wisconsin - Milwaukee

School of Business Administration

PO Box 747

Milwaukee, WI 53201

(414) 229-5271

(If all four courses are taken, 40 hours of commercial income approach will be completed.)

1. 380 Business in the Urban Setting (45 hours)
2. 481 Real Estate Finance (45 hours)
3. 482 Valuation of Real Estate (45 hours)
4. 483 Property Development and Management (45 hours)

27. University of Wisconsin-Stevens Point

Main Street

Stevens Point, WI 54481

(715) 346-0123

1. Bus 340 - Business Law (45 hours)
2. Bus 350 - Principles of Finance (45 hours) (formerly Econ 341 - Corp Finance)

28. University of Wisconsin-Whitewater

5018 Carlson Bldg.

Whitewater, WI 53190

(262) 472-1993

1. 240-348 Real Estate (45 hours)
2. 240-457 Real Estate Development (45 hours) (approved for 10 hours commercial income approach)
3. 240-458 Real Estate Investment (45 hours)
4. 240-750 Real Estate Finance and Investment (45 hours)

Wisconsin Department of Regulation & Licensing

29. World Savings and Loan Association

1901 Harrison Street

Oakland, CA 94612

(510) 446-4362

Licensed, Certified Residential and Certified General

1. Foundations of Real Estate Appraisal (30 hours)
2. Real Estate Appraisal Methods (32 hours)
3. Real Estate Appraisal Application (30 hours)
4. Appraising the Single Family Residence (30 hours)

Commercial Income Approach Course:

1. Principles of Capitalization (30 hours) (14 hours approved for commercial income approach)

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 267-3816
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: http://www.drl.state.wi.us

DIVISION OF PROFESSIONAL CREDENTIAL PROCESSING **APPLICATION FOR A CREDENTIAL AS A REAL ESTATE APPRAISER**

Under Wisconsin law, the Department must deny your application if you are liable for delinquent state taxes or child support (sec. 440.12, Stats.).

PLEASE TYPE OR PRINT IN INK

☐ Your name and address are available to the public.
Check box if you wish your name & address withheld from lists of 10 or more credential holders (sec. 440.14, Stats.).

Last Name	First Name	MI	Former / Maiden Name(s)
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Your Street Address (number, street, city, state, zip)

Mail To Address (if different)

Date of Birth ____ month ____ day ____ year		Daytime Telephone Number (____) ____ - ____	
Ethnic/gender status information is optional.	Sex: <input type="checkbox"/> M <input type="checkbox"/> F	Ethnic: <input type="checkbox"/> White, not of Hispanic origin <input type="checkbox"/> Black, not of Hispanic origin <input type="checkbox"/> Hispanic	<input type="checkbox"/> American Indian or Alaskan <input type="checkbox"/> Asian or Pacific Islander <input type="checkbox"/> Other

Have you ever held a license/credential in the state of Wisconsin? ____ Yes ____ No (please indicate)
If yes, provide your Wisconsin license/credential number. _____

QUALIFICATIONS:

1.a. Type of credential applying for:

- ____ Certified General Total Fee \$110.00
(\$53 Initial + \$57 Exam)
- ____ Certified Residential Total Fee \$110.00
(\$53 Initial + \$57 Exam)
- ____ Licensed Total Fee \$110.00
(\$53 Initial + \$57 Exam)

Reciprocal:

- ____ Certified General Total Fee \$219.00
(\$162 Initial + \$57 Exam)
- ____ Certified Residential Total Fee \$224.00
(\$167 Initial + \$57 Exam)
- ____ Licensed Total Fee \$242.00
(\$185 Initial + \$57 Exam)

Note: If already credentialed as an appraiser and upgrading to another credential, remit \$53.00 only.

b. Have you ever applied for a Wisconsin appraiser credential?

☐ Yes ☐ No

Date of application: _____

c. Have you ever been issued a Wisconsin appraiser credential?

☐ Yes ☐ No

If yes, please indicate type and number of credential:

d. Have you ever been issued an appraiser license/certification in another state? If yes, please list all states:

For Receipting Use Only

Wisconsin Department of Regulation & Licensing

EDUCATION AND EXPERIENCE

	LICENSED	CERTIFIED RESIDENTIAL	CERTIFIED GENERAL
EDUCATION:	*90 hours RL 84.04 (Includes 15 hours of standards and 20 hours of commercial income approach)	*120 hours RL 84.02 (includes 15 hours of standards and 20 hours of commercial income approach)	*180 hours RL 84.03 (includes 15 hours of standards and at least 40 hours of commercial income approach)
EXPERIENCE:	500 hours No more than 25% commercial appraisal experience may be included.	2,500 hours in not less than 24 months; No more than 25% commercial experience may be included.	3,000 hours in not less than 30 months; No more than 50% residential appraisal experience may be included.

2. Section 458.06(2)(d), Stats., requires applicants to complete at least 15 hours of instruction in professional standards and code of ethics.

Applicants are required to submit evidence of completion of course hours in the subject areas outlined in RL 84. Please see chart above for required number of hours for each level of licensure. Provide the following information. Copies of transcripts or certificates of completion are required for each course listed. For additional space, please continue on page 4.

COURSE NAME	DATES OF ATTENDANCE	HOURS	COURSE PROVIDER

Wisconsin Department of Regulation & Licensing

3. Provide a chronological resume of all employment, not limited to real estate appraisal experience.

EMPLOYER

DATE EMPLOYED

TYPE OF BUSINESS

Note: The "Appraisal Experience Roster" (Form #2106) and the "Affidavit of Appraisal Experience" (Form #1750) are also required as documentation of experience under sec. RL 83.01, Wis. Admin. Code.

4. **STATEMENT OF ARREST OR CONVICTION:** (Attach additional sheets if necessary)

YES **NO**

- | | | |
|---|--------------------------|--------------------------|
| A. Have you ever been convicted of a misdemeanor or a felony, or driving while intoxicated (DWI), in this or any other state, or are criminal charges currently pending against you? If yes, complete and attach Form #2252. | <input type="checkbox"/> | <input type="checkbox"/> |
| B. Have you ever surrendered, resigned, cancelled or been denied a professional license or other credential in Wisconsin or any other jurisdiction? If yes, give details on an attached sheet, including the name of the profession and the agency. | <input type="checkbox"/> | <input type="checkbox"/> |
| C. Has any licensing or other credentialing agency ever taken any disciplinary action against you, including but not limited to, any warning, reprimand, suspension, probation, limitation or revocation? If yes, attach a sheet providing details about the action, including the name of the credentialing agency and date of action. | <input type="checkbox"/> | <input type="checkbox"/> |
| D. Is disciplinary action pending against you in any jurisdiction? If yes, attach a sheet providing details about pending action, including the name of the agency and status of action. | <input type="checkbox"/> | <input type="checkbox"/> |
| E. Have any suits or claims ever been filed against you as a result of professional services? If yes, submit a copy of the claim or suit and a copy of the final settlement or disposition. | <input type="checkbox"/> | <input type="checkbox"/> |
| F. Do you currently hold, or have you in the past held, any credential (license) issued by the Department of Regulation and Licensing or any of the Boards? If yes, what type of credential? _____ And if in another name, what name? _____ | <input type="checkbox"/> | <input type="checkbox"/> |

Note: An arrest or conviction does not automatically disqualify an applicant. Consideration of the record by the board is subject to sec. 111.321, 111.322, and 111.335, Stats.

Wisconsin Department of Regulation & Licensing

5. ADDITIONAL INFORMATION:

-
6. I state that I am the person referred to on this application and that all the answers set forth are strictly true in each respect. I further state that I am not currently subject to any appraiser certification or licensure disciplinary proceeding in any state and that my license or certificate is fully valid and in good standing. I understand that any information provided by me in connection with this application which constitutes a material misstatement of fact may be grounds for denial of my application, revocation of my credential or other disciplinary action. I also understand that if I am issued a credential, failure to comply with the provisions contained in ch. 458, Stats., or any rule promulgated under that statute may be grounds for disciplinary action.

Signature of Applicant

Date

Wisconsin Department of Regulation & Licensing

SOCIAL SECURITY NUMBER. Your social security number (or employer identification number if you are applying as a business entity) must be submitted with your application on this form. If you do not have a social security number you must submit a statement under oath or affirmation. If your social security number or a statement is not provided, your application will be denied.¹ A form for submitting a statement that you do not have a social security number is available from the department.

(Please Print)

First Name	Middle Initial	Last Name
------------	----------------	-----------

Profession

Date of Birth
 month day year

- -

Social Security Number or FEIN

The Department may not disclose the social security number collected above except to the Department of Workforce Development for purposes of administering the child and spousal support program,² to the Department of Revenue for the purpose of determining whether you are liable for delinquent taxes,³ and to the federal Healthcare Integrity and Protection Data Bank for the purpose of reporting adverse actions against health care practitioners.⁴

¹ Section 440.03 (11m), Wis. Stats.

³ Section 440.12, Wis. Stats.

² Sections 49.22, and 440.13, Wis. Stats.

⁴ Health Insurance Portability and Accountability Act (HIPAA) of 1996

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 261-7083
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: <http://www.drl.state.wi.us>

CONVICTIONS AND PENDING CHARGES

If you have been convicted of a crime or have criminal charges pending against you, complete this form and return it with your application. Include a \$6.00 Crime Information Bureau report fee in addition to your original application fees.

The Fair Employment Act (sections 111.31-111.395, Wis. Stats.) prohibits employment discrimination on the basis of conviction record or arrest record unless the circumstances of the conviction or arrest substantially relate to the circumstances of the particular job or licensed activity. The information requested on this form will be used to determine whether your application should be granted, approved with limitations, or denied. The information you provide on this form may be verified against criminal information records. Omission of information on this form will be considered a false statement on an application.

Profession you are applying for: _____

Last Name	First Name	MI	Former / Maiden Name(s)
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Your Street Address (number, street, city, state, zip) _____

Mail To Address (if different) _____

Date of Birth ____ month ____ day ____ year	Social Security Number ____-____-____ <small>Information helps us identify your record, but is voluntary. It is not available to the public.</small>
--	--

Ethnic/gender information is required to check criminal information records. Sex: ☐ M ☐ F Ethnic: ☐ White, not of Hispanic origin ☐ Black, not of Hispanic origin ☐ Hispanic ☐ American Indian or Alaskan ☐ Asian or Pacific Islander ☐ Other

- List all other names used: _____
- List all felonies, misdemeanors, and other violations of state or federal law of which you have ever been convicted, in this state or any other, whether the conviction resulted from a plea of no contest or a guilty plea or verdict. For each, list the date and location of the conviction. Please include all convictions that involved alcohol or other drug use, including convictions for operating while intoxicated. Do not include municipal ordinance violations or other traffic offenses.

It is your responsibility to submit certified copies of the police report or criminal complaint, judgment of conviction and sentencing, and verification of your compliance with all terms of each sentence, including chemical dependency assessments if ordered by the court. If the conviction is old and records have been destroyed, you must submit a written description of each offense, along with an explanation of the penalties imposed and verification that you completed all requirements.

OFFENSE

DATE

CITY/STATE

Attach additional sheet(s) if necessary.

Wisconsin Department of Regulation & Licensing

3. Have you ever been sentenced by a court to participate in an alcohol or other drug assessment, treatment or counseling program? YES NO MO/YR COMPLETED
☐ ☐ _____
Did you successfully complete the program? ☐ ☐ _____
Please attach the certificate of completion/discharge summary.

- (Check all that apply)
4. Have you ever been sentenced to: YES NO MO/YR COMPLETED
☐ Probation ☐ ☐ _____
☐ Parole ☐ ☐ _____
☐ Ordered to pay restitution ☐ ☐ _____
Did you successfully complete one of the above as ordered by the court? ☐ ☐ _____

If you are **currently** on probation or parole, you must request your probation/parole officer to send a letter describing your current probation/parole requirements and your compliance with supervision.

5. List all felonies, misdemeanors, or other violations of state or federal law for which you have been arrested and which are **pending**. Submit a copy of the police report/criminal complaint for each of the following pending charges.

<u>PENDING CHARGE</u>	<u>DATE OF ARREST</u>	<u>LOCATION OF ARREST (city/state)</u>
-----------------------	-----------------------	--

Comments you wish to make regarding your convictions or pending charges. Attach another sheet if necessary.

AFFIDAVIT OF APPLICANT

I state that I am the person referred to in this document and that all the information which I provided above is true in every respect. I understand that false or forged statements made in this document in connection with my application for a credential, or failing to provide relevant information, may be grounds for denial of the application, revocation of the credential granted to me, or criminal prosecution. This document must be signed before a notary public.

Signature

State of _____ County of _____

Signed and sworn before me this _____ day of _____, 20 _____ by _____
(applicant's name)

Signature of Notary Public

My commission (is permanent) _____ expires _____.

SEAL

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 267-3816
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: <http://www.drl.state.wi.us>

BUREAU OF BUSINESS AND DESIGN PROFESSIONS

AFFIDAVIT OF APPRAISAL EXPERIENCE

PLEASE TYPE OR PRINT IN INK

I, duly sworn under oath, state that the work listed on my Appraisal Experience Roster (Form #2106) is my own, that I personally performed the appraisals listed, and the work claimed is in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), as in effect at the time the appraisals were prepared. I certify that the following hours claimed are accurate and verifiable.

_____ **NUMBER** of Residential Hours

_____ **NUMBER** of General Hours

_____ **Total Number of Hours***

Applicants For Licensed and
Certified Residential Appraiser
credentials may not include more
than 25% commercial experience.

* Effective 2/1/99 no more than 20% of the hours which were obtained from the performance of limited appraisals in which the departure provision of USPAP was invoked may be included. (Chapter RL 83.01(3)(a), Wis. Admin. Code.)

I understand that the department may request additional information which the department deems necessary to evaluate this experience, and that any falsification of information may result in denial of certification or licensure (refer to sec. 458.26(3)(a) and sec. 946.32, Stats.).

Name of Applicant: _____
(Please Print)

Signature of Applicant: _____ Date: _____

NOTARY PUBLIC:

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public _____ My Commissions Expires: _____

Wisconsin Department of Regulation & Licensing

Mail To: P.O. Box 8935
Madison, WI 53708-8935

FAX #: (608) 267-3816
Phone #: (608) 266-2112

1400 E. Washington Avenue
Madison, WI 53703
E-Mail: web@drl.state.wi.us
Website: <http://www.drl.state.wi.us>

REAL ESTATE APPRAISERS APPRAISAL EXPERIENCE ROSTER

List appraisals for which experience credit is requested. The appraisals are to be identified by appraisal type and coded as **R for Residential** or **C for Commercial**.

As directed by the Federal Appraisal Subcommittee, we are requiring all applicants for a real estate appraiser credential to provide verification that the experience claimed is in compliance with the Uniform Standards of Professional Appraisal Practice (USPAP), as in effect at the time the appraisals were prepared [see RL 83.01(3)(a), Wis. Admin. Code]. From the information below, we will request full copies of several appraisals for evaluation.

DUPLICATE THIS FORM BEFORE COMPLETING. SUBMIT A SEPARATE FORM FOR EACH CALENDAR YEAR IN WHICH EXPERIENCE WAS ACQUIRED. This form may be completed on a spreadsheet as long as all required information is submitted.

SEE REVERSE SIDE OF THIS FORM FOR A SAMPLE AND AN EXPLANATION OF THE COLUMNS.

YEAR: _____

COMPLETE ADDRESS OF PROPERTY	DATE APPRAISAL SIGNED	APPRAISAL CODE (R OR C)	PROPERTY TYPE CODE	TYPE OF REPORT F (FORM # USED) N (NARRATIVE)	USPAP STANDARD(S) USED	APPROACH TO VALUE S C I	RECONCILIATION (Y OR N)	EXPERIENCE HOURS CLAIMED	Departure Provision (Y or N)

TOTAL HOURS FOR PAGE:
RESIDENTIAL _____
COMMERCIAL _____

Did anyone contribute professional assistance in the performance of the appraisal(s) noted above? ☐ Yes ☐ No
If yes, please attach sheet to identify which appraisal(s) and the name(s) of the individual.

Wisconsin Department of Regulation & Licensing

SAMPLE ONLY

COMPLETE ADDRESS OF PROPERTY	DATE APPRAISAL SIGNED	APPRAISAL CODE (R OR C)	PROPERTY TYPE CODE	TYPE OF REPORT F (FORM # USED) N (NARRATIVE)	USPAP STANDARD(S) USED	APPROACH TO VALUE S C I			RECONCILIATION (Y OR N)	EXPERIENCE HOURS CLAIMED	Departure Provision (Y or N)
EXAMPLE: 123 Main St. Any town, USA	8/1/89	R	1	Form # Used	1989 USPAP 1 and 2	✓	✓		Y	10 hrs	N

Explanation of Columns:

- **COMPLETE ADDRESS OF PROPERTY:** List the street, city, and state of the property
- **DATE APPRAISAL SIGNED:** Month, Day, Year
- **APPRAISAL CODE:** R = residential; C = commercial
- **PROPERTY TYPE CODE:** Identify the property appraised by the following code:

Residential Category:

1. Single-Family
2. Multi-Family (2-4 units)
3. Vacant Land (1-4 unit residential)
4. Complex Residential*

Commercial Category:

5. Vacant Land
6. Agriculture
7. Multi-Family (5-16)
8. Multi-Family (17+)
9. Commercial Single-Tenancy*
10. Commercial Multi-Tenancy*
11. Industrial*
12. Institutional *

*Definitions of Types of Property Appraised:

- **Complex Residential Property:** Includes 1-4 unit residential property that is not typical for the market location or conditions, the appraisal of which presents an irregular, unusual or complicated problem. May include condominiums, cooperatives, mobile homes, townhouses, etc.
- **Multi-Family:** Apartments, condominium projects, and mobile home parks. NOTE: There are two separate categories of multi-family appraisals: (5-16 units) & (over 16 units)
- **Commercial Single-Tenant:** Office building, retail store, restaurant, service station, bank, day-care center, etc.
- **Commercial Multi-Tenant:** Office building, shopping center, hotel, etc.
- **Industrial:** Manufacturing plant, warehouse, etc.
- **Institutional:** Nursing home, hospital, school, church, government building, etc.

- **TYPE OF REPORT COMPLETED:** Form (Form # used) or Narrative (N).
- **USPAP STANDARD(S) APPLIED:** Identify the USPAP standard(s) applied (i.e. USPAP 1992 Standards 5 & 6).
- **APPROACH TO VALUE:** Please indicate the approach used: Sales Comparison (S); Cost (C); Income (I).
- **RECONCILIATION:** For each appraisal, please indicate Yes (Y) or No (N) if reconciliation was performed.
- **EXPERIENCE HOURS CLAIMED:** Record the number of hours spent in performing appraisal tasks for the specific property listed.
- **DEPARTURE PROVISION:** Effective 2/1/99, no more than 20% of experience claimed may be from the performance of appraisals in which the departure provision from USPAP was invoked.

Chapter RL 80

AUTHORITY, INTENT AND DEFINITIONS

RL 80.01 Authority.
RL 80.02 Intent.

RL 80.03 Definitions.

RL 80.01 Authority. The rules in chs. RL 80 to 87 are adopted under the authority of ss. 227.11 and 440.03 (1), Stats., and ch. 458, Stats.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; am. Register, April, 1994, No. 460, eff. 5-1-94.

RL 80.02 Intent. The intent of the department in adopting chs. RL 80 to 87 is to establish minimum standards for professional appraisal practice for certified and licensed appraisers which are consistent with the uniform standards of professional appraisal practice promulgated by the appraisal standards board of the appraisal foundation. It is further intended that these rules shall establish standards of competency such that persons certified or licensed as appraisers are qualified to perform appraisals for federally related transactions under the Financial Institutions Reform, Recovery, and Enforcement Act of 1989, 12 USC 3331 et seq.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. eff. 10-1-91; am. Register, May, 1992, No. 437, eff. 6-1-92; am. Register, April, 1994, No. 460, eff. 5-1-94; am. Register, June, 1996, No. 486, eff. 7-1-96; am. Register, January, 1998, No. 505, eff. 2-1-98.

RL 80.03 Definitions. As used in chs. RL 80 to 87 and in ch. 458, Stats.:

(1) "Accredited college or university" means an institution which is accredited by a regional or national accrediting agency recognized by the U.S. department of education.

(1a) "Ad valorem tax appraisal" means a mass appraisal performed by an assessor, as defined in s. 458.09 (1), Stats., in accordance with Standard 6 of the uniform standards of professional appraisal practice.

(1b) "Affidavit" means a written statement made under oath before a notary public or other person authorized by law to administer oaths.

(2) "Appraisal analysis" means a market analysis performed in accordance with Standards 4 and 5 of the uniform standards of professional appraisal practice.

(3) "Appraiser experience" means experience obtained by the performance of fee and staff appraisals, ad valorem tax appraisals, technical review appraisals, condemnation appraisals, appraisal analyses, highest and best use studies, real estate consulting assignments or real estate broker's market analyses in accordance with the uniform standards of professional appraisal practice.

(4) "Board" means the real estate appraisers board.

(5) "Complex 1-to-4 family residential property appraisal" means an appraisal of 1-to-4 family residential property in which the property to be appraised, the form of ownership, or market conditions are atypical.

(6) "Cosign" means the act of a noncertified or unlicensed appraiser signing a written appraisal in conjunction with a certified or licensed appraiser.

(7) "Department" means the department of regulation and licensing.

(79) "Distance education" means:

(a) For purposes of qualifying education, an educational course presented through an alternative delivery method, such as

the internet or by teleconferencing, that provides some form of interaction between the learner and the instructor.

(b) For purposes of continuing education, an educational course presented through an alternative delivery method, such as the internet or by teleconferencing.

(8) "Dwelling unit" means a structure or that part of a structure that is used or intended to be used as a residence.

(8a) "Feasibility analysis" means a study of the cost-benefit relationship of an economic endeavor conducted in accordance with Standards 4 and 5 of the uniform standards of professional appraisal practice.

(8ag) "Federal financial institutions regulatory agencies" means the board of governors of the federal reserve system, the federal deposit insurance corporation, the office of the comptroller of the currency, the office of thrift supervision and the national credit union administration.

(8ar) "Federally related transaction" means any real estate related financial transaction which a federal financial institutions regulatory agency engages in, contracts for or regulates and requires the services of an appraiser.

(8b) "Fee and staff appraisal" means a real property appraisal developed and reported in accordance with Standards 1 and 2 of the uniform standards of professional appraisal practice.

(8bg) "FIRREA" means the financial institutions reform, recovery, and enforcement act of 1989.

(8c) "Highest and best use" means the reasonably probable and legal use of vacant land or an improved property, which is physically possible, appropriately supported, financially feasible, and that results in the highest value.

(8d) "Highest and best use study" means a study of the highest and best use of real estate conducted in accordance with Standards 4 and 5 of the uniform standards of professional appraisal practice.

(9) "Hour of appraisal experience" means 60 minutes of verifiable time spent in performing tasks as identified in s. RL 83.01 (3) (b) in accordance with the uniform standards of professional appraisal practice, as in effect at the time the tasks were performed.

(10) "Hour of instruction" means a period of instruction in an approved course consisting of not less than 50 minutes.

(10g) "Non-complex 1-to-4 family residential property appraisal" means an appraisal of 1-to-4 family residential property in which the property to be appraised, the form of ownership, or market conditions are typical.

(10r) "Non-federally related transaction" means any real estate related transaction other than a federally related transaction.

(11) "Practice of a temporary nature" means the performance by an appraiser of one or more appraisals conducted for purposes of completing a specific appraiser assignment.

(12) "Real estate broker's market analysis" means a market analysis performed by a real estate broker or a real estate salesperson prepared in conformity with Standards 1 and 2 of the uniform standards of professional appraisal practice, which demonstrates the use of techniques similar to those employed by appraisers to

value real property, and which effectively utilizes the appraisal process.

(13) "Real estate consulting" means the performance of consulting services in accordance with Standards 4 and 5 of the uniform standards of appraisal practice.

(14) "Supervision" means direct, personal and active oversight by a certified or licensed appraiser of employees or associates who assist in the preparation of appraisals.

(15) "Transaction value" means one of the following:

(a) For loans or other extensions of credit, the amount of the loan or extension of credit.

(b) For sales, leases, purchases, and investments in or exchanges of real property, the market value of the real property interest involved.

(c) For the pooling of loans or interests in real property for

resale or purchase, the amount of the loan or market value of the real property calculated with respect to each such loan or interest in real property.

(18) "Uniform standards of professional appraisal practice" (USPAP) means the standards promulgated by the appraisal standards board of the appraisal foundation for the performance of real estate appraisals.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (4), (7) and (9), renum. (10) and (11) to be (12) and (13), cr. (10) and (11), eff. 10-1-91; am. (4), (7) and (9), renum. (10) and (11) to be (11) and (12), cr. (10), Register, May, 1992, No. 437, eff. 6-1-92; am. (intro.), renum. (2) to (12) to be (3), (4), (6) to (10), (13) to (16) and (18) and am. (16), cr. (13), (5), (11) to (13) and (15), Register, April, 1994, No. 460, eff. 5-1-94; renum. (1) to be (1a), cr. (1), (13a), (8a), (8b), (8c), (8d), am. (3), (8), (9), (17), r. (16), Register, June, 1996, No. 486, eff. 7-1-96; am. (3), (13), (15) (intro.), (2a) and (2b), renum. (1) to (1a) to be (1a) and (1b), cr. (11), (12a), r. (17), Register, January, 1998, No. 505, eff. 2-1-98; cr. (8ag), (8ar) and (10r), renum. (10a) to be (10g); Register, January, 1999, No. 517, eff. 2-1-99; CR 01-100: am. (1a), (2), (3), (8a), (8b), (8d), (9), (12), (13) and (14), r. (2a), cr. (7g) and (8bg), r. and recr. (10r), Register February 2002 No. 554, eff. 3-1-02.

Chapter RL 81

APPLICATION

RL 81.01 Applications for certified and licensed appraisers
RL 81.03 Temporary registration.

RL 81.04 Reciprocal licensure and certification.
RL 81.05 Scope of appraisal practice.

RL 81.01 Applications for certified and licensed appraisers. An applicant for certification or licensure shall apply on a form provided by the department. Any applicant who files an application for certification or licensure, but does not comply with a request for information related to the application or meet all requirements within one year from the date of filing, shall file, subsequent to the denial of the application, a new application and fee if certification or licensure is sought at a later date. A qualified applicant with a disability shall be provided with reasonable accommodations. The application shall include:

(1) A fee as established by the department plus the annual registry fees required under s. 458.21, Stats.

(2) A statement relating to any pending criminal charge or conviction record subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the department with all related information necessary for the department to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of appraisal.

(3) A transcript or proof of completion of 90, 120 or 180 hours of instruction as required in ss. RL 84.02, 84.03 and 84.04.

(5) Evidence of successful completion of the national and state examinations as specified in s. RL 82.01.

(6) An affidavit verifying the appraisal experience as required in s. RL 83.01 (4) (a).

(7) A log of appraisal experience as required in s. RL 83.01 (4) (b).

(8) A chronological resume of employment as required in s. RL 83.01 (4) (c).

Note: Applications for certification or licensure are available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; *emerg. am. intro.*, (3), (6) and (7), eff. 10-1-91; *am. intro.*, (3), (6), (7), Register, May, 1992, No. 437, eff. 6-1-92; *am. intro.*, (2) to (4), (6) and (7), *cr. (8)*, Register, April, 1994, No. 460, eff. 5-1-94; *am. intro.*, (2) and (1) to (7), Register, June, 1996, No. 486, eff. 7-1-96; *am. (3)*, Register, January, 1998, No. 505, eff. 2-1-98; CR 02-067: *am. (3), r. (4)* Register November 2002 No. 563, eff. 12-1-02.

RL 81.03 Temporary registration. (1) REQUIREMENTS. An appraiser who holds a current appraiser certificate in another state may use the titles described under s. 458.055, Stats., when performing an appraisal in this state, if all of the following apply:

(a) The appraisal is performed in a federally related transaction.

(b) The appraiser's practice in this state is practice of a temporary nature.

(c) The appraiser completes an application and pays the fee specified in s. 440.05 (2), Stats.

(2) APPLICATION. An appraiser seeking a temporary registration shall apply on a form provided by the department. An applicant who fails to comply with a request for information related to the application or to meet all requirements for registration within one year from the date of filing, shall submit a new application and fee if registration is sought at a later date. The application shall include all of the following:

(a) The fee specified in s. 440.05 (2), Stats.

(b) A description of the appraisal assignment in this state including, but not limited to, information pertaining to the type of property being appraised, the location and approximate size of the property, the anticipated completion date and the name and address of the lender requesting the appraisal.

(c) A statement relating to any pending criminal charge or conviction record, subject to ss. 111.321, 111.322 and 111.335, Stats. An applicant who has a pending criminal charge or has a conviction record shall provide the department with all related information necessary for the department to determine whether the circumstances of the pending charge or conviction substantially relate to the practice of appraisal.

(d) A written statement identifying each state in which the applicant practices as an appraiser.

Note: Applications for temporary registration are available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

History: Cr. Register, April, 1994, No. 460, eff. 5-1-94; *am. Register, June, 1996, No. 486, eff. 7-1-96. am. (2) intro.*, (d), Register, June, 1996, No. 486, eff. 7-1-96; *am. (1) (c), (2) (a), (b) and (c)*, Register, January, 1998, No. 505, eff. 3-1-98; *am. (2) (b), cr. (2) (e)*, Register, January, 1999, No. 517, eff. 2-1-99; CR 01-100: *am. (1) (c), r. (2) (b), renum. (2) (c) to (e) to be (2) (b) to (d) and am. (2) (d)*, Register February 2002 No. 554, eff. 3-1-02.

RL 81.04 Reciprocal licensure and certification.

(1) An individual applying for licensure or certification as an appraiser on the basis of a license or Certification in another state or territory of the United States shall do all of the following:

(a) Submit an application on a form provided by the department.

Note: Application forms are available on request to the department at 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708-8935.

(b) Pay the fee specified in s. 440.05 (2), Stats.

(c) Submit evidence satisfactory to the department that he or she has done all of the following:

1. Holds a current appraiser license or certification in another state or territory of the United States which was granted in accordance with the requirements set forth under the financial institutions reform, recovery, and enforcement act of 1989, 12 USC 3331 et seq.

2. Has passed the examination on Wisconsin statutes and rules governing appraisers, as provided under s. RL 82.01.

3. Subject to ss. 111.321, 111.322 and 111.335, Stats.; does not have an arrest or conviction record.

(2) In determining whether to grant a reciprocal license or certification, the department shall consider whether the requirements for a license or certification in the other state or territory are substantially equivalent to the requirements for licensure or certification as an appraiser in this state. For purposes of reciprocity, the department shall consider the requirements for a license or certification in effect in the other state or territory at the time a credential was granted by the other state or territory rather than at the time of the filing of an application in this state.

History: Cr. Register, January, 1999, No. 517, eff. 2-1-99.

RL 81.05 Scope of appraisal practice. Except as permitted by state or federal law, licensed and certified appraisers are authorized to conduct appraisals in conjunction with federally related and non-federally related transactions as follows:

(1) CERTIFIED GENERAL APPRAISER. A certified general appraiser may conduct appraisals of residential real estate and commercial real estate without regard to transaction value.

(2) CERTIFIED RESIDENTIAL APPRAISER. A certified residential appraiser may conduct appraisals of residential real estate without regard to transaction value and of commercial real estate having a transaction value of not more than \$250,000.

(3) LICENSED APPRAISER. A licensed appraiser may conduct appraisals of complex 1- to 4 family residential property having a transaction value of not more than \$250,000; non-complex 1-to-4 family residential property having a transaction value of

not more than one million dollars, and commercial real estate having a transaction value of not more than \$250,000.

Note: Under federal law, a financial institution is responsible for making the final determination of whether an appraisal is complex. A financial institution may presume that appraisals of 1-to-4 family residential properties are not complex, unless the institution has readily available information that a given appraisal will be complex. If during the course of the appraisal a licensed appraiser identifies factors that would result in the property, form of ownership, or market conditions being considered atypical, the financial institution must either ask the licensed appraiser to complete the appraisal and have a certified appraiser approve and cosign the appraisal, or engage a certified appraiser to complete the appraisal. 12 CRF 225.63.

History: Cr. Register, April, 1994, No. 460, eff. 5-1-94; am. (3), Register, January, 1998, No. 505, eff. 2-1-98; renum. from RL 81.04 and am. (intro.), Register, January, 1999, No. 517, eff. 2-1-99.

Chapter RL 82

EXAMINATION

RL 82.01 Examination.
RL 82.02 Examination procedures.

RL 82.03 Reexamination.
RL 82.04 Claim of examination error.

RL 82.01 Examination. (1) In order to obtain a residential or general appraiser certification or a certificate of licensure as an appraiser, an applicant shall pass the national examination required for certification as a residential appraiser or general appraiser or for licensure, and the examination on Wisconsin statutes and rules governing appraisers.

Note: The examination on Wisconsin statutes and rules is administered by the Department of Regulation and Licensing. The national examination is administered by a provider approved by the department.

(2) The national examination required for appraiser certification or licensure shall be consistent with and equivalent to the uniform state certification examination issued or endorsed by the appraiser qualifications board of the appraisal foundation.

(3) A score determined by the department to represent minimum competence to practice is required to pass each examination. The department may adopt the passing grade on the national examination recommended by the examination provider. Following consultation with subject matter experts who have reviewed a representative sample of the examination questions and available candidate performance statistics, the department shall make a determination of the passing grade on the Wisconsin statutes and rules examination and shall set the passing score for the examination at that point which represents minimum acceptable competence in the profession.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1) and (2), eff. 10-1-91; am. (1) and (2), Register, May, 1992, No. 437, eff. 6-1-92; am. Register, June, 1996, No. 486, eff. 7-1-96.

RL 82.02 Examination procedures. (1) An applicant shall not practice any deception or fraud with respect to his or her identity in connection with the taking of an examination.

(2) An applicant shall not cheat or attempt to cheat on an examination by any means, including but not limited to, any one of the following:

(a) Giving or receiving answers to examination questions.

(b) Attempting to obtain, receive or communicate to other persons examination questions.

(c) Using unauthorized materials during any portion of the examination.

(d) Failing to comply with additional written instructions provided at the time of examination relating to cheating other than those specified in pars. (a) to (c).

(4) Silent cordless calculators may be used by the applicant when taking the examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; r. (1), renum. (2) and (3) to be (1) and (2) and r. and recr. (2) (d), Register, June, 1996, No. 486, eff. 7-1-96; am. (2) (intro.), (a), (b) and (c), Register, January, 1998, No. 505, eff. 2-1-98; CR 01-100: am. (1), Register February 2002 No. 554, eff. 3-1-02.

RL 82.03 Reexamination. Upon payment of the required fee, an applicant may retake an examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; CR 01-100: r. (2), renum. (1) to be RL 82.03, Register February 2002 No. 554, eff. 3-1-02.

RL 82.04 Claim of examination error. (1) To claim an error on the Wisconsin statutes and rules examination, an applicant shall file a written request with the department within 30 days of the date the applicant reviews the examination. The request shall include all of the following:

(a) The applicant's name and address.

(b) The type of certificate for which the applicant applied.

(c) A description of the mistakes the applicant believes were made in the examination content, procedures, or scoring, including the specific questions or procedures claimed to be in error.

(d) The facts which the applicant intends to prove, including reference text citations or other supporting evidence for the applicant's claim.

(2) The department shall review the claim, make a determination of the validity of the objections and notify the applicant in writing of the decision and any resulting score changes.

(3) If the decision does not result in a passing grade, the applicant may retake the examination.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (3), eff. 10-1-91; am. (3), Register, May, 1992, No. 437, eff. 6-1-92; am. (1) (intro.), (3), Register, June, 1996, No. 486, eff. 7-1-96; am. (1) (intro.), (a), (b) and (c), Register, January, 1998, No. 505, eff. 2-1-98.

Chapter RL 83

EXPERIENCE

RL 83.01 Proof of experience for certified and licensed appraisers.

RL 83.02 Verification of appraisal experience.

RL 83.01 Proof of experience for certified and licensed appraisers. (1) An applicant seeking certification as a general appraiser shall submit evidence satisfactory to the department that the applicant has at least 3,000 hours of appraisal experience obtained over a period of not less than 30 months.

(1a) An applicant seeking certification as a residential appraiser shall submit evidence satisfactory to the department that the applicant has at least 2,500 hours of appraisal experience obtained over a period of not less than 24 months.

(2) An applicant seeking licensure as an appraiser shall submit evidence satisfactory to the department that the applicant has at least 500 hours of appraisal experience.

(3) The work claimed under subs. (1) and (2) for appraisal experience credit shall:

(a) Be in compliance with the uniform standards of professional appraisal practice, as in effect at the time the appraisals were prepared.

(b) Include one or more of the following types of appraisal experience: fee and staff appraisal, ad valorem tax appraisal, technical review appraisal, condemnation appraisal, appraisal analysis, highest and best use study, feasibility analysis, real estate consulting or real estate broker's market analysis.

(c) Include, in the case of general appraisers, no more than 50% residential appraisal experience.

(d) Include, in the case of licensed appraisers and certified residential appraisers, no more than 25% commercial appraisal experience.

(e) Include no more than 20% appraisal experience obtained from the performance of limited appraisals or from the performance of appraisals in which the departure provision of the uniform standards of professional appraisal practice was invoked.

(4) An applicant applying for certification or licensure under subs. (1) and (2) shall submit on forms provided by the department:

(a) An affidavit verifying the required appraisal experience.

(b) A log of appraisal experience.

(c) A chronological resume of employment.

Note: Application forms required for certification or licensure may be obtained from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, WI 53708.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), renum. (2) to (5) to be (3) to (6) and am. (3) (intro.) and (4) (intro.). eff. 10-1-91;

am. (1), renum. (2) to (5) to be (3) to (6) and am. (3) (intro.), (4) (intro.) and (6), cr. (2), Register, May, 1992, No. 437, eff. 6-1-92; am. (1), (2) and (3) (b), r. (5) and (6), Register, April, 1994, No. 460, eff. 5-1-94; *ren.* (3) (a), (b), (4) (a), (b), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (3) (h), cr. (1a), (3) (d), Register, January, 1998, No. 505, eff. 2-1-98; cr. (3) (e), Register, January, 1999, No. 517, eff. 2-1-99.

RL 83.02 Verification of appraisal experience. For purposes of verifying appraisal experience claimed under this chapter, the department may require an applicant to submit any of the following:

(1) Business records, including tax records, which clearly demonstrate the practice of residential or commercial appraising claimed by the applicant.

(2) Employment records provided by an employer which verify the applicant's experience as an appraiser or assessor. Employment records shall include an affidavit which verifies the number of hours employed, the type of experience, and a description of the applicant's duties.

(3) Employment records provided by an official of a lending institution, insurance company, or similarly regulated agency, which verifies the applicant's experience as a review appraiser.

(4) Copies of any appraisal listed in the documentation of experience required under s. RL 83.01 (4) (b). The department may contact any person listed on the application to obtain additional information about the experience of the applicant.

(5) Records of the department of revenue or a local governmental body which document the applicant's experience as an assessor, including but not limited to:

(a) A job description which identifies the job components relevant to practice as an assessor and the number of hours spent performing each component.

(b) Documents that demonstrate the applicant's performance of the following components of the mass appraisal process in accordance with Standard 6 of the uniform standards of professional appraisal practice:

1. Highest and best use study.

2. Model specification.

3. Model calibration.

(6) Any additional information the department deems necessary to evaluate the applicant's experience.

History: Cr. Register, April, 1994, No. 460, eff. 5-1-94; am. (2), (3), renum. (6) to be (7), cr. (6), Register, June, 1996, No. 486, eff. 7-1-96; CR 01-100: r. (2), renum. (3) to (7) to be (2) to (6) and am. (2) and (5) (b) (intro.), Register February 2002, No. 554, eff. 3-1-02.

Chapter RL 84

EDUCATION

RL 84.01 Course approval.
RL 84.02 Certified residential appraiser course requirements

RL 84.03 Certified general appraiser course requirements.
RL 84.04 Licensed appraiser course requirements.

Note: The revisions in ch. RL 84 affecting ss. RL 84.02 (2) (a), 84.03 (2) (a) and 84.04 (2) (a), published in November, 2002, that relate to the 15-hour AQB-approved USPAP course first apply to credential qualifications received by the department on or after January 1, 2003.

RL 84.01 Course approval. (1) Except as provided in subs. (12) and (13), all educational courses designed to meet the requirements in s. 458.06 (2) (d), (3) (b) or (4) (b), Stats., s. 458.08 (3) (c), Stats., and this chapter, shall be submitted to the department for approval.

Note: Information relating to course approval is available from the Department of Regulation and Licensing, Bureau of Business and Design Professions, 1400 East Washington Avenue, P.O. Box 8935, Madison, Wisconsin 53708.

(2) For purposes of evaluation one semester credit at a college, university or technical college shall be the equivalent of 15 hours of instruction.

(3) Credit toward the course requirement may be granted only if the length of the educational course is at least 15 hours of instruction and the individual successfully completes an examination pertinent to that course.

(4) Credit shall be granted for educational courses regardless of when the courses were completed.

(5) Credit may be allowed for courses where the applicant obtained credit from the course provider by challenge examination without attending the courses, provided that such credit was granted prior to July 1, 1990, and provided further that the department is satisfied with the quality of the challenge examination that was administered by the course provider.

(6) Credit may be granted for a distance education course that satisfies one of the following:

(a) The course is presented by an accredited college or university that offers distance education programs in other disciplines and satisfies all of the following:

1. Requires the learner to successfully complete a written examination proctored by an official approved by the college or university.

2. Relates to one or more subject areas identified under s. RL 84.02 (3), 84.03 (3) or 84.04 (3).

3. Meets all requirements for qualifying education established by the appraiser qualifications board of the appraisal foundation.

(b) The course is approved for college credit by the American council on education or approved by the appraiser qualifications board of the appraisal foundation under its course approval program and satisfies all of the following:

1. Requires the learner to successfully complete a written examination proctored by an official approved by the presenting entity.

2. Relates to one or more subject areas identified under s. RL 84.02 (3), 84.03 (3) or 84.04 (3).

3. Meets all requirements for qualifying education established by the appraiser qualifications board of the appraisal foundation.

Note: The American Council on Education may be contacted at: One DuPont Circle, NW, Washington, D.C., 20036, (202) 929-9300.

(c) The course is approved by the international distance education certification center for the course design and delivery mechanism and is approved for the course content by one of the following bodies:

1. The appraiser qualifications board through its course approval program.

2. The licensing or certifying jurisdiction where the course is offered.

(7) Course instructors shall be approved by the department. An instructor whose appraiser certificate has been limited, suspended or revoked may not instruct in approved courses while the disciplinary action is in effect. An approved instructor shall possess at least one of the following qualifications:

(a) Be an instructor of appraisal courses who teaches or has taught appraisal courses at an accredited college or university.

(b) Be a licensed or certified appraiser who practices in the aspects of appraising being taught, and who has engaged in such practice for at least 5 years.

(c) Be an instructor of assessor education courses who is approved by the department of revenue to teach assessor education programs.

(d) Be an instructor who teaches appraisal courses approved by the appraiser qualifications board of the appraisal foundation.

(e) Be an instructor who teaches appraisal courses approved for college credit by the American council on education.

(8) Credit may be granted for teaching an approved appraisal course.

(9) The course provider shall retain records of attendance of qualifying education programs for a period of 5 years that shall include all of the following:

(a) The name of the course.

(b) The date the course was offered.

(c) The names and addresses of individuals who completed the course.

(d) The number of hours of instruction.

(e) If administered, the examination results for each individual.

(10) The course provider shall monitor attendance by requiring each participant to sign an attendance sheet at the beginning and end of each program and shall furnish each participant with written evidence of having completed the course.

(11) The licensed and certified residential appraiser programs of study are expected to provide all appraisers with a foundation of knowledge. The courses that satisfy the requirements for appraiser licensure and residential appraiser certification may be acceptable towards satisfying the course work requirement for general appraiser certification.

(12) An appraisal course approved by the appraiser qualifications board of the appraisal foundation may be approved by the department without receipt of an application for course approval from the course provider.

Note: To obtain information about courses approved by the Appraiser Qualifications Board of the Appraisal Foundation write to: 1029 Vermont Avenue, NW, Suite 900, Washington, D.C. 20005-3517.

(13) An appraisal course that relates to one or more subject areas identified under s. RL 84.02 (3), 84.03 (3) or 84.04 (3) and has received approval for college credit by the American council

on education may be approved by the department without receipt of an application for course approval.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1) and (6), eff. 10-1-91; am. (1) and (6), Register, May, 1992, No. 437, eff. 6-1-92; am. (1), renum. (6) to be (9), cr. (6) to (8), Register, April, 1994, No. 460, eff. 5-1-94; am. (6) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (6) (intro.), (a), (b), (c), (7) (a) and (9), Register, January, 1998, No. 505, eff. 2-1-98; am. (1) and (6) (intro.), cr. (7) (c) and (d) and (11), Register, January, 1999, No. 517, eff. 2-1-99; CR 01-100: am. (1), r. and recr. (6), cr. (7) (e), (7)(f), (9), (10), and (13), r. (8), renum. (9) and (10) to be (11) and (12), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: cr. (6) (c), renum. (7g) to be (8), am. (11) Register November 2002 No. 563, eff. 12-1-02.

RL 84.02 Certified residential appraiser course requirements. (1) An applicant seeking certification as a certified residential appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for certified residential appraisers that consists of at least 120 hours of instruction.

(2) Any approved program of study for certified residential appraisers shall include all of the following:

(a) The 15-hour uniform standards of professional appraisal practice course and examination or its equivalent that is approved by the appraiser qualifications board (AQB) of the appraisal foundation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

(3) Any approved program of study for certified residential appraisers shall include one or more of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Cost approach.
- (d) Economic principles.
- (e) Highest and best use analysis.
- (f) Influences on real estate value.
- (g) Legal considerations in appraisal.
- (h) Property description.
- (i) Real estate financing.
- (j) Real estate markets and analysis.
- (k) Reconciliation of values.
- (L) Residential income approach.
- (m) Sales comparison approach.
- (n) Site value.
- (o) Types of value.
- (p) Valuation of partial interests.
- (q) Valuation process.
- (r) Commercial income approach:
 1. Mathematics of finance, including compounding, discounting, and mortgage loans.
 2. Property income and expense estimating, including lease analysis and analysis of operating statements.
 3. Methods of calculating property reversions.
 4. Methods of converting income to value:
 - a. Direct capitalization.
 - b. Residual methods, such as land, building, property, and equity.
 - c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
 - d. Discounted cash flow methods and internal rate of return.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), (2) and (3) (intro.), eff. 10-1-91; am. (1) to (3) (intro.), Register, May, 1992, No. 437, eff. 6-1-92; am. (1) and (2), Register, April, 1994, No. 460, eff. 5-1-94; am. (1), (3) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (2) and (3) (a) to (q), cr. (3) (r), Register, January, 1998, No. 505, eff. 2-1-98; CR 01-100: am. (2), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: am. (1), renum. (12) to be (2) (intro.) and am., cr. (2) (a) and (b) Register November 2002 No. 563, eff. 12-1-02.

RL 84.03 Certified general appraiser course requirements. (1) An applicant seeking certification as a certified general appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for certified general appraisers that consists of at least 180 hours of instruction.

(2) Any approved program of study for certified general appraisers shall include all of the following:

(a) The 15-hour uniform standards of professional appraisal practice course and examination or its equivalent that is approved by the appraiser qualifications board (AQB) of the appraisal foundation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 40 hours in commercial income approach as described in sub. (3) (c).

(3) Any approved program of study for certified general appraisers shall include one or more of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Commercial income approach.
 1. Mathematics of finance, including compounding, discounting, and mortgage loans.
 2. Property income and expense estimating, including lease analysis and analysis of operating statements.
 3. Methods of calculating property reversions.
 4. Methods of converting income to value:
 - a. Direct capitalization.
 - b. Residual methods, such as land, building, property, and equity.
 - c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.
 - d. Discounted cash flow methods and internal rate of return.
- (d) Cost approach.
- (e) Economic principles.
- (f) Highest and best use analysis.
- (g) Influences on real estate value.
- (h) Legal considerations in appraisal.
- (i) Property description.
- (j) Real estate financing.
- (k) Real estate markets and analysis.
- (L) Reconciliation of values.
- (m) Residential income approach.
- (n) Sales comparison approach.
- (o) Site value.
- (p) Types of value.
- (q) Valuation of partial interests, including leasehold and leased fee valuation.

History: Cr. Register, September, 1991, No. 429, eff. 10-1-91; emerg. am. (1), (2) and (3) (intro.), eff. 10-1-91; am. (1), (2) (intro.) and (3) (intro.), Register, May, 1992, No. 437, eff. 6-1-92; am. (2) (a), (3) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (2) (intro.), (3) (a), (b), (c) 1., to 4. c., and (d) to (q), Register, January, 1998, No. 505, eff. 2-1-98; CR 01-100: am. (2) (a), Register February 2002 No. 554, eff. 3-1-02; CR 02-067: am. (1), (2) (intro.) and (a) Register November 2002 No. 563, eff. 12-1-02.

RL 84.04 Licensed appraiser course requirements.

(1) An applicant seeking licensure as an appraiser shall submit evidence satisfactory to the department that the applicant has completed an approved program of study for licensed appraisers that consists of at least 90 hours of instruction.

(2) Any approved program of study for licensed appraisers shall include all of the following:

(a) The 15-hour uniform standards of professional appraisal practice course and examination or its equivalent that is approved by the appraiser qualifications board (AQB) of the appraisal

foundation. Course equivalency shall be determined through the AQB course approval program or by an alternate method established by the AQB.

(b) Not less than 20 hours of instruction in commercial income approach as described in sub. (3) (r).

(3) Any approved program of study for licensed appraisers shall include one or more of the following subject areas:

- (a) Appraisal standards and ethics.
- (b) Appraisal statistical concepts.
- (c) Cost approach.
- (d) Economic principles.
- (e) Highest and best use analysis.
- (f) Influences on real estate value.
- (g) Legal considerations in appraisal.
- (h) Property description.
- (i) Real estate financing.
- (j) Real estate markets and analysis.
- (k) Reconciliation of values.
- (L) Residential income approach.
- (m) Sales comparison approach.

(n) Site value.

(o) Types of value.

(p) Valuation of partial interests.

(q) Valuation process.

(r) Commercial income approach:

1. Mathematics of finance, including compounding, discounting, and mortgage loans.

2. Property income and expense estimating, including lease analysis and analysis of operating statements.

3. Methods of calculating property reversions.

4. Methods of converting income to value:

a. Direct capitalization.

b. Residual methods, such as land, building, property, and equity.

c. Mortgage equity methods, such as simple mortgage equity and Ellwood/Akerson method.

d. Discounted cash flow methods and internal rate of return.

History: Cr. Register, May, 1992, No. 437, eff. 6-1-92; am. (1), Register, April, 1994, No. 460, eff. 5-1-94; am. (3) (intro.), Register, June, 1996, No. 486, eff. 7-1-96; am. (1), (2) and (3) (a) to (p), cr. (3) (r), Register, January, 1998, No. 505, eff. 2-1-98; CR 02-067: am. (1), renum. (2) to be (2) (intro.) and am., cr. (2) (a) and (b), Register November 2002 No. 563, eff. 12-1-02.

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NOTICES

TIME FOR REVIEW AND DETERMINATION OF CREDENTIAL APPLICATIONS

Generally, a credentialing authority is required to make a determination on an original application for a credential within 60 business days after a completed application is received.^a An application is completed when all materials necessary to make a determination on the application and all materials requested by the licensing authority have been received.

PROCEDURES ON APPLICATION DENIAL

An applicant who receives a notice of denial may request a hearing to challenge the denial by filing a request with the appropriate board or the department within 45 days after the mailing of the notice of denial. The request must contain the applicant's name and address, the type of license sought, the reasons why a hearing is requested and a description of the mistake the applicant believes was made, if the applicant claims that the denial was based on a mistake of fact or law. Hearing procedures are specified in ch. RL 1 of the Wisconsin Administrative Code. A copy of ch. RL 1 is available at most public libraries, on the Internet through the index at <http://www.legis.state.wi.us/rsb/code/rl/rl.html> and may also be obtained from the department.

MAILING ADDRESS AND CHANGE OF ADDRESS

Credential holders may use a business address as a mailing address for department mail. A change of address must be reported to the department within 30 days.

PERSONALLY IDENTIFIABLE INFORMATION: USE AND AVAILABILITY

Information collected on an application form is required and will be used to determine eligibility for a credential or examination. It is not likely that the department will use information collected by these forms for other purposes.

Credentialing is a public process with a goal of identifying those competent to protect the public. The name, city, and status of credential holders are accessible at the Department's website at <http://www.drl.state.wi.us/> under "Credential Holder Query." Information collected on application and examination forms is available for inspection to the public under Wisconsin laws governing public records.

AMERICANS WITH DISABILITIES ACT

The Department complies with the Americans With Disabilities Act of 1990. The Department will make reasonable modifications to policies, practices and procedures when modifications are necessary to avoid discrimination on the basis of disability and will make reasonable accommodations necessary to provide a qualified individual with a disability with equal access to department programs.

Communications and examinations: Individuals who need auxiliary aids for effective communication in programs and services or who wish to request special accommodations for examinations, please call (608) 266-2852 or TTY at (608) 267-2416.

Complaints: Procedures for alleging violations of the Americans with Disabilities Act of 1990 may be obtained by calling the Department's ADA Coordinator at (608) 266-8608 or TTY at (608) 267-2416.

#1988 (Rev. 2/03) ss. 15.04 (1) (m), 19.35, Stats.

^a Section RL 4.06 of the Wisconsin Administrative Code

